

# Knox Regional Communications Center Executive Board

Wednesday  
July 31, 2019  
2:00 p.m.

A meeting of the Executive Board of the Knox Regional Communications Center took place on **Wednesday, July 31, 2019 at 2:00 p.m.** in the Knox County Emergency Management Agency Office.

**Executive Board members in attendance:** Knox County EMA Director Ray Sisk; Rockland PD Chief Chris Young; Camden Fire Chief Chris Farley; Craig Cooley, Rockport Police Department; Jesse Thompson, Union EMS; Adam Miceli, Rockland Fire/EMS; and Ruston Barnard, Rockland Fire/EMS. **Members absent:** *None*.

**Others in attendance:** Administrative Assistant Candice Richards; Deputy Communications Director Wally Tower; Sheriff Tim Carroll (*arrived at 2:19 p.m.*); Chief Deputy Patrick Polky (*arrived at 2:10 p.m.*); and Knox County Administrator Andrew Hart.

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|------|------|---|
| I.   | 2:00 | Meeting Called To Order   |
| II.  | 2:01 | Action Items: <ul style="list-style-type: none"><li>1. Approve minutes of January 16 and February 26, 2019</li></ul>  |
| III. | 2:15 | Discussion Items: <ul style="list-style-type: none"><li>1. Update from Wally</li><li>2. Director Lothrop's Retirement October 2019</li><li>3. Plan for Future Needs of KRCC</li></ul> |
| IV.  |      | Other Business  |
| V.   |      | Adjourn   |

## I. Call to Order

The meeting was called to order by Chair Chris Farley at 2:02 p.m.

## II. Action Items

1. Approve Minutes of January 16, 2019 and February 26, 2019.
  - Jesse Thompson made a motion to approve the minutes. The motion was seconded by Rusty Barnard. A vote was taken with all in favor.

## III. Discussion Items

1. Update from Wally.

Two new dispatchers were recently been hired at the same time but one of the two decided that her heart's not in it so it's just not for her. She resigned and went back to her old job. The other new-hire, Tracie, loves her job and she's getting along really great with everyone.

The newest hire since then, Willis, starts the 12<sup>th</sup>. An oral board is being held soon to hopefully fill the remaining two open positions.

2. Director Lothrop's Retirement October 2019.

It was noted that Director Lothrop's last day is October 3<sup>rd</sup>. Chief Farley commented that the Executive Board should plan to do something to thank Director Lothrop for his many years of service to the County and asked County Administrator Hart to work on that.

**3. Plan for Future Needs of KRCC.**

There was a discussion about the Director's position, the deputy director's position, and whether some of the job functions needed to be swapped based on who ended up getting hired to fill the director's position after Linwood retires. The Executive Board still firmly believed that both positions are needed because not only can one person not do both jobs, but the positions represent different skill sets and it would be difficult to find anyone that had both. If Wally Tower were to be hired as director, it would make sense to still have him handling the personnel issues since that's his skillset, and not the technical skills needed for the other position.

Since Director Lothrop is retiring before a replacement can be found, he has been working with one of the dispatchers, Bob Coombs, on a lot of the technical tasks that are part of the director's job description.

There was a discussion about the study that had recently been done and whether that would have any influence on the RCC. County Administrator Hart explained that the Commission has only seen a draft of a report and have not received a final report so there is nothing to act on yet. He added that there is nothing requiring the County to carry out suggestions made by the outside entity that did the study, and the draft report indicated that they didn't know whether there should be both positions (director and deputy director) or not. Since the Executive Board has not seen the report, members felt it was a moot point and should not factor into the decisions made by the Board. The Commission and Administrator Hart also both support having both the Director and Deputy Director positions.

Upon further discussion of reviewing the two job descriptions, an Executive Board meeting was scheduled for August 14<sup>th</sup> at 2 p.m. to do that. Candice was asked to email out the current job descriptions for the Communications Director and Deputy Communications Director positions to the Board before then.

**IV. Other Business**

There was none.

**V. Adjourn**

Meeting adjourned at 3:10 p.m.

Respectfully submitted,

Candice Richards  
Administrative Assistant